

Lesson: Computer Competency Skills



Students enrolled in online learning courses must process a basic level of technology proficiency and feel comfort using technology resources. Here is a list of a few basic technology skills necessary to complete an online learning course:

1. Keyboard (typing)
2. Cut, copy, and paste text
3. Email and adding attachments
4. "Save" documents or "Save As"
5. Set tabs and margins
6. Open attachments such as Word documents, Power Point presentations, and pdf files
7. Understand how to contact technical support
8. Use the internet following recommended best "netiquette" practices



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